
Project Scheduler Resume

Job Objective

Seeking employment as Project Scheduler.

Highlights of Qualifications:

- Admirable experience in preparing schedule for large scale projects
 - Sound knowledge of contract types and negotiation
 - Profound knowledge of construction techniques and building materials
 - Exceptional ability to administer problem prevention strategy
 - Remarkable ability to develop project schedule as per job requirement
 - Ability to cater to large number of audiences
 - Ability to design complex construction schedule
 - Proficient with Microsoft Project Scheduling software, Primavera P6, Microsoft Project, MS Office applications
 - Familiarity with Master/Sub Schedules, Prime Contract and contract types
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Professional Experience:

Project Scheduler
The Louis Berger Group, Inc, Dorrs Corner, MD
August 2007 – Present

Responsibilities:

- Developed and maintained template for schedules for all major projects.
- Assisted in scheduling for all pre construction projects as per marketing requirements.
- Coordinated with project teams to develop schedule for baseline.
- Designed and submitted schedules for updates.
- Provided support to project team and evaluated all weekly bases.
- Analyzed scheduling requirements to ensure completion within timeline.
- Reviewed planning requirements for crew members as per productivity rates.
- Implemented projects according schedule in assistance with project close out team.

Project Scheduler
Camber Corporation, Dorrs Corner, MD
May 2004 – July 2007

Responsibilities:

- Designed and implemented all project work plans as per requirement.
 - Evaluated individual work load and identified requirement of resources.
 - Administered everyday operations to achieve all project objectives.
 - Managed and reviewed project deliverables before sending to client.
 - Monitored schedule and ensured compliance to all quality assurance processes.
 - Maintained projects and analyzed risk to minimize issues.
 - Prepared reports for all work hours on project.
 - Analyzed project schedule and recommended improvements to all internal processes.
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Education:

Bachelor's Degree in Engineering
Grand Canyon University, Phoenix, AZ

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